

PERFORMANCE REVIEW SYSTEM KANSAS STATE HISTORICAL SOCIETY

EMPLOYEE NAME (Last, First, MI)	REVIEW PERIOD From: _____ To: _____ No. of Feedback Sessions: _____										
SOCIAL SECURITY NUMBER/EMPLOYEE ID											
AGENCY NAME AND NUMBER	REVIEW TYPE <input type="checkbox"/> Probationary <input type="checkbox"/> Recommended permanent status <input type="checkbox"/> Extend probationary status <input type="checkbox"/> Not recommended for permanent status <input type="checkbox"/> Annual <input type="checkbox"/> Non-Supervisor/Manager (NSM) <input type="checkbox"/> Special <input type="checkbox"/> Supervisor/Manager (SM)										
POSITION NUMBER/CLASS TITLE AND CODE											
EMPLOYEE SIGNATURE/DATE	OVERALL RATING: Circle One <table> <tr> <td>Exceptional</td> <td>E</td> </tr> <tr> <td>Above Expectations</td> <td>AE</td> </tr> <tr> <td>Satisfactory</td> <td>S</td> </tr> <tr> <td>Needs Improvement</td> <td>NI</td> </tr> <tr> <td>Unsatisfactory</td> <td>U</td> </tr> </table>	Exceptional	E	Above Expectations	AE	Satisfactory	S	Needs Improvement	NI	Unsatisfactory	U
Exceptional		E									
Above Expectations		AE									
Satisfactory		S									
Needs Improvement	NI										
Unsatisfactory	U										
SUPERVISOR SIGNATURE/DATE											
REVIEWER SIGNATURE/DATE											
APPOINTING AUTHORITY/DESIGNEE SIGNATURE/DATE											

A review is required at least annually and prior to the end of a probationary period. The supervisor and reviewer must sign the completed performance evaluation before it is reviewed with the employee. The supervisor, reviewer, and division director or assistant division director must sign (or initial as appropriate) the completed performance evaluation before it is reviewed with the employee. The supervisor must advise the appointing authority of an Exceptional or Unsatisfactory rating prior to reviewing with the employee. Failure of the employee to sign the performance review does not invalidate the rating. The original review form must be forwarded to the agency Human Resources office for entry into SHaRP and filing in the employee's official personnel file. ShaRP ratings will be entered using the three-level rating system of Exceptional, Satisfactory, and Unsatisfactory. A rating of Above Expectations or Needs Improvement will be entered as Satisfactory. The supervisor should retain copies for their file and the employee. Each employee who is eligible to appeal a performance review under K.A.R. 1-7-10 may address the appeal to the appointing authority in writing within seven calendar days.

At the time of the review with the employee, the supervisor completes the following:

_____ The duties and responsibilities listed on the position description accurately describe the work of the position.

_____ The duties and responsibilities listed on the position description do not describe the work of the position. A revised position description will be submitted to the Personnel Officer by _____.

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RATING SYSTEM INSTRUCTIONS

The criteria below are to guide the supervisor in evaluating the employee. Provide ratings for the “Expected Behaviors of all Employees” using one of the following: E=Exceptional; AE=Above Expectations; S=Satisfactory; NI=Needs Improvement; and U=Unsatisfactory. Provide ratings for “Expected Behaviors for Supervisors and Managers” when appropriate. These criteria may have different weights depending on the employee’s specific job description. The employee may not be rated on all criteria if a category is not applicable to their position. Supervisors must use their discretion when assigning the final “Overall Rating.” Written documentation must be provided for any rating of Exceptional, Needs Improvement, or Unsatisfactory. Supporting material may be attached. In addition, for ratings of Needs Improvement or Unsatisfactory the supervisor must prepare “Performance Outcomes and Goals” to be used for the next rating period.

EXPECTED BEHAVIORS OF ALL EMPLOYEES:

GETTING THE JOB DONE:

- _____ **QUALITY** – Achieves results that meet or exceed agency standards for work assigned, including accuracy, attention to detail, thoroughness, other.
- _____ **EFFICIENCY** – Completes tasks in an effective and timely manner. Adheres to policies for attendance and punctuality.
- _____ **CUSTOMER SERVICE** – Recognizes that it is everyone’s job to assist all customers, both internal and external. Meets or exceeds customer expectations within time and resource limitations. Exercises diplomacy with difficult customers. Conveys policies and procedures in a respectful and pleasant manner.
- _____ **TEAMWORK** – Actions demonstrate support of KSHS mission and decisions. Offers assistance to others. Takes ownership of team and agency decisions and actions. Promotes cooperative and enjoyable environment.
- _____ **COMMUNICATION** – Provides useful and timely information. Speaks effectively one-on-one and in groups. Writes clearly and effectively. Supports and actively participates in open, honest, and respectful communication.
- _____ **CREATIVITY** – Generates innovative ideas and solutions. Identifies, shares and is receptive to new ideas. Looks for opportunities to continuously improve work processes.
- _____ **INITIATIVE** – Works effectively and efficiently with minimal supervision. Displays readiness and energy to undertake new and possibly taxing projects. Seeks and assumes additional responsibilities.
- _____ **POSITIVE ATTITUDE** – Consistently demonstrates a favorable outlook toward the agency, the public, and one’s work. Provides constructive feedback.
- _____ **INCREASES KNOWLEDGE AND SKILLS** – Independently seeks additional information. Develops abilities connected to job duties or related interests when appropriate.

EXPECTED BEHAVIORS FOR SUPERVISORS AND MANAGERS:

- **EMPLOYEE MANAGEMENT AND DEVELOPMENT** – Establishes clear goals and expectations. Provides immediate and direct feedback to address performance. Confronts employee performance problems. Rewards and recognizes individual and team successes. Provides growth and development opportunities to employees. Hires strong performers.
- **PROGRAM AND PROJECT MANAGEMENT** – Establishes objectives; develops strategies and plans to meet objectives. Effectively manages time, resources and volume of work. Coordinates the activities of others to meet objectives.
- **LEADERSHIP** – Takes charge and initiates action to help the agency achieve its highest potential. Leads by example. Empowers employees by enabling them to make decision. Takes calculated risks.

Supervisor Comments: (Box expands as needed)

Employee Comments: (Box expands as needed)

PERFORMANCE REVIEW SYSTEM KANSAS STATE HISTORICAL SOCIETY**PERFORMANCE OUTCOMES AND GOALS:**

This section **may** be used to establish annual goals and performance outcomes during the upcoming rating period. The goals and performance outcomes must be specific, measurable, attainable, relevant and/or time-trackable.

DATE DUE**DATE COMPLETED**

1.

2.

3.

4.